



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Bishop Henry Whipple Federal Building
1 Federal Drive
Fort Snelling, MN 55111-4056

IN REPLY REFER TO:

REGIONAL DIRECTOR'S ORDER NO. 16

SUBJECT: Equal Employment Opportunity Policy

- Sec. 1 Purpose. This order establishes the Region's Equal Employment Opportunity (EEO) Policy.
- Sec. 2 Scope. This order applies to supervisors and employees in all offices in Region 3.
- Sec. 3 Policy. The Regional Management Team is strongly committed to a policy of equal employment opportunity (EEO) for employees and applicants regardless of race, color, sex, sex orientation, religion, national origin, age or disability. We are committed to an EEO Program that promotes the treatment of employees and the public as individuals, prohibits discrimination in any form, and promotes and values workforce diversity.

Supervisors have the responsibility to:

- a. Apply equal opportunity principles and policies to employment, career development decisions, and in the treatment of employees and the public.
- b. Take steps to recruit and select qualified women, people of color, and individuals with disabilities in under represented positions;
- c. Reach out to surrounding communities and educational institutions with diverse populations to develop an interest in natural resource conservation; and
- d. Actively pursue resolving EEO complaints.
- e. Provide facilities, programs, and activities that are accessible to the disabled.

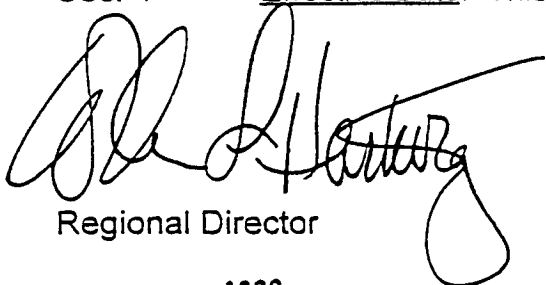
Employees should keep supervisors informed of their short and long range career goals. They also have the responsibility to:

- a. Participate in outreach efforts; and
- b. Be sensitive to diversity differences when dealing with co-workers and the public.

Distribution: AO

We continue to ask you to work with the Regional Management Team to provide a quality work environment for employees within the Region.

Sec. 4 Effective Date. This order is effective upon the date cited.

A large, stylized handwritten signature in black ink, likely belonging to the Regional Director, is written over the text "Regional Director".

Regional Director

OCT 11 1996

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